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ABSTRACT

As an information resource for evening and part-time faculty at the main campus of Los Angeles City College (LACC), this handbook outlines LACC policies, procedures, facilities, and services. The handbook first provides emergency information and then describes miscellaneous faculty services such as mailboxes and parking. The use of various campus facilities is then discussed, followed by an enumeration of LACC employment policies governing pay and assignment limitations, seniority, credentials, and termination. Instructional policies in areas such as grading, assignments, and examinations are then presented, along with information on the use of library and media center facilities. The handbook concludes with a description of necessary attendance and grading reports, an outline of student personnel services, and a copy of the constitution of the LACC Faculty Association. A map of the campus is included. (JP)

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ED188733

LOS ANGELES CITY COLLEGE
Main Campus

# EVENING & PART TIME FACULTY HANDBOOK

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Office of Instruction
1980-81

JC 800 452

## WELCOME TO LOS ANGELES CITY COLLEGE

This handbook has been prepared for your information and guidance. It contains information about policies, procedures, facilities, and services.

Evening and hourly rate classes are an extension of our regular day program. The same standards are used for course prerequisites and content, for grading and scholarships, and for attendance. They carry the same college credit.

Your Department Chairperson is available for assistance. The normal channel of communication is through the Department Chairperson to the Office of Instruction.

We would like to take this opportunity to acknowledge the following persons who have worked on the publication; Stanley Schall who developed the first manual and has been its editor for the past six years, Marie Sanchez, college illustrator and Thelma De Ruiter our typist.

The entire staff offers its services to assist you in solving your instructional problems.

Paul Whalen
Dean of Instruction

OFFICE OF INSTRUCTION
FALL 1980

| | |
|---|---|
| Dean of Instruction | Mr. Paul Whalen |
| Assistant Dean, Instruction I | Ms. Dorothy Y. Hata |
| Assistant Dean, Instruction II | Mr. Robert E. Wilkinson |
| Assistant Dean, Instruction III | Mr. Hal Stone |
| Coordinator, Instruction - Comm. Serv. | Ms. Mildred Collins |
| Coordinator, Instruction | Mr. Harvey Wright |
| Cooperative Education | Dr. David Alexman |
| Career and Continuing Education | Mr. Stan Schall |

## DIVISION I

| | | |
|---|---|---|
| 0791 | Computer Technology & Electronics | Mr. William Carr |
| 1224 | Dental Technology | Mr. Donald Lund |
| | Dental Assisting (1230) | Ms. Barbara Blade |
| 1300 | Family & Consumer Studies | Ms. Abigail Jones |
| | Dietetics | Mrs. Corrine Williams |
| | Child Development | |
| 0400 | Life Science | Mr. Robert Lyon |
| 1203 | Nursing | Ms. Marion Bran |
| 1208 | Occupational Therapy | Ms. Karen Taback |
| 0514 | Office Administration | Ms. Charlene Carnachan |
| 1292 | Ophthalmic Optics | Dr. Victor Arai |
| 0835 | Physical Education, Men | Mr. Hayward Nishioka |
| 0836 | Physical Education, Women | Ms. Nancy Nolan |
| 2000 | Psychology | Dr. Ora Hook and Dr. Louise Ludwig |
| 1225 | Radiologic Technology | Mr. Ed Vasquez |

## DIVISION II

| | | |
|---|---|---|
| 2299 | American Cultures | Ms. Mary Thompson |
| 1002 | Art/Humanities | Mr. Kazuo Higa |
| 0500 | Business Administration | Mr. John Ernest |
| | Evening | Dr. Lal Mirchandani |
| | Real Estate | Mr. Lawrence Schenck |
| 1905 | Chemistry | Dr. Harold Pokras |
| 1917 | Earth Science, Architecture, and Urban Planning | Mr. William Russell |
| 0900 | Engineering | Mr. Arthur Eller |
| 1700 | Mathematics | Mr. Vance Stine |
| 1004 | Music | Mr. Dominick DiSarro |
| 1509 | Philosophy | Dr. Michael Critelli |
| 1902 | Physics | Mr. John Griffith |
| 2200 | Social Science | Mr. B. C. Winters |
| 0510 | Transportation | Mr. John Tonkovich |

## DIVISION III

| | | |
|---|---|---|
| 6120 | Audio Visual | Dr. John Schellkopf |
| 0600 | Developmental Communications | Ms. Kathleen Chatterton |
| 1510 | English | Ms. Virginia Fick |
| 1100 | Foreign Languages | Mr. Harry Kennedy |
| 6123 | Instructional Media Center | Ms. Janice Hollis |
| 1400 | Law, Administration of Justice | Dr. John Weaver |
| 6110 | Library | Dr. John Nomland |
| 0602 | Media Arts (Photography 1011) | Ms. Toni Redfield |
| 6125 | Media Production | Ms. Betty Jacobs |
| 0691 | Radio-TV-Film | Mr. Jim Bentley |
| 1560 | Speech | Dr. James Luter |
| 1007 | Theatre Arts | Mr. James Mc Closkey |

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## EMERGENCY INFORMATION

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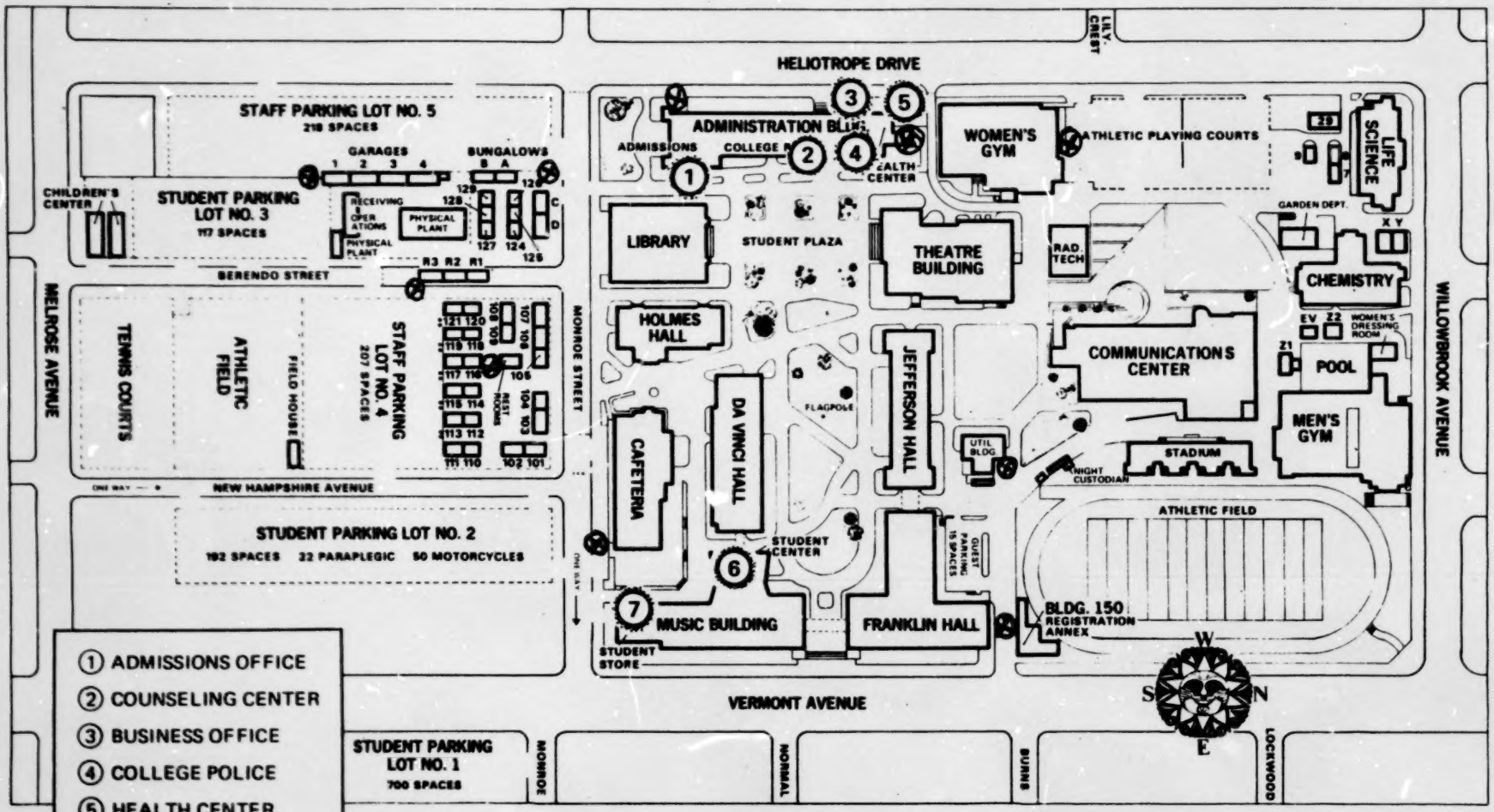
|---|---|
| Absences | Notify the Office of Instruction as soon as possible. Please call at least 3 hours prior to your class if you need a substitute. Every effort will be made to obtain a substitute from the list provided by District. Call 663-9141, Ext. 285, between 8:00 a.m. and 12:00 noon. Call 663-9141, Ext. 206, between 12:00 noon and 8:00 p.m. At 7:30 a.m. a direct line is available--dial 662-4583. |
| Accidents, Illness or Injury | Call College Police, Ext. 311. Faculty and Staff must report any illness or injury that occurs during working hours to the Office of Instruction. |
| Bomb Threats | Notify College Police, Ext. 311. |
| Damage to Plant Facilities | Damage such as water damage, broken windows, etc., should be reported to the Department Chairperson, or call Ext. 256 or 275, or College Police, Ext. 311. |
| Drugs | Call College Police immediately, Ext. 311. |
| Earthquakes | Get under a desk, table or counter, or stand by a strong support such as an inside wall, support pillar or doorway. Move away from windows, bookshelves, cabinets, glassware and heavy portable equipment. STAY IN THE BUILDING. Do not run outside.<br><br>If outside, run to an open area away from buildings and swimming pools. Avoid power lines and poles, and mesh or wire fences. |
| Emotionally Disturbed Students | Call College Police immediately, Ext. 311. Isolate student by clearing the room. Do not use force. |
| Fire | Dial the Campus Operator "0" and report the location and extent of the fire. Know the location of fire alarm boxes and extinguishers in your area. The fire alarm boxes on campus DO NOT summon the Fire Department; they merely activate the alarm bells. After hours, call College Police, Ext. 311. |
| Police | College Police, AD 110, Ext. 311. Off campus, Los Angeles Police Department, 625-3311. There are ten emergency call boxes on campus. See attached college map for locations. |
| Thefts and Vandalism | Notify College Police, Ext. 311, or you may call 665-9913, which is a 24-hour direct number to the College Police. |

# LOS ANGELES CITY COLLEGE




855 No. Vermont Ave. / Los Angeles, CA 90029 / (213) 663-9141

College Police Call Boxes

The first of the ten Los Angeles Community Colleges, **Los Angeles City College**, opened in September, 1929, on what was the original site for UCLA. Today, LACC still occupies the 40-acre campus on Vermont Avenue in Hollywood, serving nearly 20,000 day and evening students. LACC offers two-year degree programs, pre-professional training for those planning to transfer to four-year colleges or universities, and occupational training. L.A. City College is tuition-free to all California residents.

## FACULTY INFORMATION

1. OFFICE OF INSTRUCTION, AD 210 . . . . . Telephone: 663-9141

   Dean - Paul Whalen, Ext. 207, AD 210
   Asst. Dean - Dorothy Hata, Ext. 285, AD 206 - Div. I
   Asst. Dean - Robert Wilkinson, Ext. 285, AD 206 - Div. II
   Asst. Dean - Hal Stone, Ext. 206, AD 208 - Div. III

   HOURS: 8:00 a.m. to 10:00 p.m. -- Monday through Thursday.
   8:00 a.m. to 4:00 p.m. -- Friday
   After 4:00 p.m. please call Ext. 208

2. SATURDAY COLLEGE, AD 100 . . . . . Telephone: 663-9141

   HOURS: 8:00 a.m. to 12:00 noon -- Saturday

3. MAILBOXES

   The mail room is located in the south end of Administration Building on the first floor in room AD 101. Each instructor has an assigned mailbox.

   Please check your mailbox BEFORE going to class. This is our principal means of communication.

4. TIME REPORTS - SALARY

   Since your salary payment is dependent upon accurate reporting, please report your weekly attendance on the blue time card which is placed in your mailbox. It is forwarded to the college payroll office.

5. PARKING

   Parking cards for use on the automatic gates leading to the staff parking lots may be obtained by getting an authorization from Personnel, AD 115A. Take this to the Business Office for a permit. You will be required to leave a deposit. This permit is then presented to the College Police (AD 110) for a staff bumper sticker and a parking card.

6. COURSE OUTLINES AND TEXTBOOKS

   Course outlines may be secured from the Department Chairperson. Faculty are encouraged to follow them as closely as possible.

   Textbooks are requisitioned by the Department Chairperson. The Student Store will only accept textbook changes authorized by the Department Chairperson. Instructors who may want to add supplemental and recommended books must have the approval of the Department Chairperson.

Desk Copy Text Policy

Any instructor wishing a copy of a textbook(s) for his/her class must purchase the same from the Bookstore.

Upon request from the instructor, the Bookstore has desk copy request forms to be filled out and mailed by the instructor to the publisher. When the instructor receives the textbook(s) from the publisher, the Bookstore will issue a cash refund in exchange for the unused textbook providing it can be sold as new. A desk copy returned for a refund by an instructor that cannot be sold as new will be bought back at half of the new selling price.

All faculty personnel with a current teaching assignment are entitled to a 10 per cent discount in the Bookstore for textbooks and other related published material with a limit of one book of each title purchased.

7. FACILITIES

a. Keys and Classroom Security

To obtain keys, complete the key authorization form (No. 7030.11) available from your Department Chairperson. The Chairperson will forward this form to the Physical Plant. Key requests will not be processed unless signed and approved by the current chairperson.

Keys may be picked up from the Lock Shop located at the northwest corner of the Physical Plant Shop Building between 1 and 2:15 p.m. weekdays. For staff who can not comply with this time schedule may pick up keys from the Night Shift Custodial Supervisor in the Physical Plant Office after 3:30 p.m. weekdays.

It is important that instructors take every reasonable precaution to protect the property of the students and the college.

b. Safety

There is NO SMOKING and NO EATING in classrooms. Student safety is the obligation of each instructor. Report potential safety hazards to College Police (Ext. 311). An instructor using hazardous equipment in a classroom will inform students of the safety precautions to be observed. Students will read and sign the Safety Instructions. Keep these on file. Obtain these forms from your Department Chairperson. Such confirmations act as supporting evidence of obligations fulfilled in the event of legal action by an injured student. These forms need not be kept after a student is no longer enrolled in the class.

c. Office Space and Staff Lounge

Instructor office space is limited; therefore, offices are not usually assigned to evening instructors. Consult Department Chairperson for possible desk and cupboard space.

Lounges are located in Administration Building 215 and 217; Jefferson Hall 206, 210, and 306; and in Franklin Hall 105.

d. Telephones

Office telephones may not be used for personal calls. Please use the pay telephones on the campus.

e. Secretarial Services

Reproduction services may be requested from Secretarial Services in AD 105 before 8:00 p.m., Monday through Thursday; until 4:00 p.m. on Friday. Instructors will supply legible copies one week in advance of date needed. Final examination copies should be submitted three weeks in advance.

f. For supplies see your Department Chairperson.

g. Test Scoring Machines

A scoring machine for rapid test grading is available in:

Secretarial Services, AD 105
8:00 a.m. to 8:00 p.m. -- Monday through Thursday
8:00 a.m. to 4:00 p.m. -- Friday

Audio Visual, FH 107
7:30 a.m. to 10:30 p.m. -- Monday through Thursday
7:30 a.m. to 4:30 p.m. -- Friday

h. Bookstore

The bookstore is open from 7:30 a.m. to 8:20 p.m. Monday through Thursday, and 7:30 a.m. to 3:15 p.m. on Friday and 8:30 a.m. to 12:30 p.m. on Saturday.

i. Food Services

Food is available at five different locations on campus. There are two vending machine areas. One is located at the end of the Administration Building, near the Health Center; the other is located north of Franklin Hall. Emma's Galley is open from 5:00 p.m. to 9:00 p.m. and is located at the north end of the campus. The cafeteria serves from 4:30 p.m. to 7:30 p.m., Monday through Thursday, and the Breakaway (just east of the cafeteria) serves from 7:30 a.m. to 9:00 p.m.

8. PUBLICATIONS

Under most circumstances you will receive bulletins in your mailbox. Read them carefully before you go to class. From time to time these bulletins will request that you make certain announcements to your classes. Your cooperation is essential as this is the primary means of communication with the evening students.

The schedule of classes is published prior to each semester and summer session. The Los Angeles Collegian, the day campus newspaper, is published on Friday, while Nite News, an evening division publication, is published on Tuesday only on alternate weeks.

9. BULLETIN BOARD, FACULTY

The faculty bulletin board is located in the mail room in the Administration Building and is divided into several sections: Professional Information, Travel, Faculty Forum and Ads. Many items of interest to hourly rate instructors appear in all sections.

10. EMPLOYMENT CONDITIONS

a. Pay and Assignment Limitations

Part time instructors are paid on an hourly rate basis for the complete semester. There are five pay periods of four weeks each in a semester. The regular salary warrant for the first month of the semester should be received on the fifth Friday following the opening of the semester. Subsequent warrants will be received every fourth Friday thereafter.

Instructors are limited to a maximum of seven (7) hours a week within the Los Angeles Community College District. Please notify the College if you accept an assignment at another college within the District. Failure to do so will delay your salary warrant.

Substitute pay is seldom received until the second or third warrant after the substitute assignment.

b. Change of Address or Telephone Number

Change of address or telephone number should be reported immediately to the Office of Instruction and the Personnel Division, Los Angeles Community College District. Occasions may arise when there is immediate need to get in touch with you.

c. Seniority

ARTICLE XVI, Retention, Hourly Rate-District Contract

1. Unless notified of the reason(s) for termination, hourly rate certificated employees on a given campus in a given department/discipline shall be continued in their assignments as long as the need for those assignments continues.

2. Whenever in any department/discipline on a given campus it shall become necessary to reduce the number of hourly rate certificated employees between semesters or years or within a given semester, the actual paid hourly rate service rendered by the employees in such positions in the given campus department/discipline shall determine which employee(s) shall be terminated. Such reduction shall be made in reverse order of the length of time served. Time served shall be computed from the date upon which the hourly rate employee first rendered hourly rate service in the given department/discipline on the given campus. Unless otherwise indicated, time spent on leave does not count toward the accumulation of service. Unless otherwise indicated, breaks in service do not count toward the accumulation of service.

d. Credentials

The responsibility for having a valid California Teaching Credential rests with the instructor; however, the District Personnel Division may remind instructors whose credentials are about to expire that renewal is necessary. Prompt attention to renewal will prevent delays in salary payments.

e. Termination

Any instructor whose assignment terminates during the semester is to clear with the Office of Instruction (AD 208) before leaving the campus.

At the end of each semester, all instructors will follow a regular checkout procedure which will be outlined in a bulletin. All accounts with the Student Store, Library, Audio Visual, and Business Office are to be cleared by the final week of the school year before checkout.

11. FACULTY ASSOCIATION/ACADEMIC SENATE

To contact the President of the Faculty Association/Academic Senate, call the Campus Operator, and leave a message as to where you may be contacted.

## INSTRUCTION

### 1. ORIENTATION

Usually a preschool orientation meeting for new Evening Instructors is held before opening of the semester. Representatives from various offices will be available at the orientation meeting to answer your questions. You will receive notification be mail.

### 2. FIRST CLASS MEETING

Be prepared to conduct a full class session the first evening; classes are not dismissed early. Giving important information from the beginning encourages retention of students. It is suggested that an overview of the course including the following points be given:

a. A careful check on the proper placement of students.
b. Announce prerequisites for the course.
c. Explain standards used to determine grades.
d. Announce attendance regulations.
e. Explain time schedule for classes and break times.
f. Announce your availability for consultation.
g. State specific objectives of course, textbook required, and field trips required.
h. Request student phone numbers in order to follow up absences.

### 3. CLASS PERIODS

All classes meet at the time scheduled. Classes convene on the hour with a ten-minute break at the end of each fifty-minute period. Establish a pattern of beginning your classes promptly; students coming in late often disturb you and others in the class.

Do not deviate from the published time schedule or move a class to a different meeting place without approval of the Office of Instruction. Reasonable requests for room changes will be made, if possible. See your Department Chairperson.

### 4. STUDENT ABSENCE NOTIFICATIONS

The Office of Instruction will place information regarding Student telephone calls to the College in your mailbox. Students absent for any reason may report the reason to their instructors upon return, or may write to the instructor at the College.

### 5. GRADING

Grading practices of the day and evening classes are kept as uniform as possible. Instructors will keep sufficient grades and data on students in the permanent roster to justify midterm and final grades for each student. Only the final grade is mailed to the student.

Students must take the final examination. Students missing the final exam or not completing requirements may be given an Incomplete (See p. 12 of College Catalog) in lieu of a grade at the end of the course. A final grade will be entered on the student's record if the incomplete work is made within three years of the date of the incomplete grade.

6. CREDIT/NO CREDIT COURSES - See p. 10 of College Catalog

In certain courses, determined by department, a student may elect a credit/no credit grade basis. Credit is equivalent to a letter grade of "D" or better. The student is responsible for all assignments and examinations and must meet the standards of the letter-grade students in the course.

7. EXAMINATIONS

Give sufficient number of quizzes and examinations, and test thoroughly each student's grasp of the course content. All students are to take the final examination. Usually a student is not to take the final at any other time than that of the regular examination schedule.

8. AUDITING

Auditing is not permitted. No one may remain in your class unless properly enrolled. Requests to observe a class by individuals will need the approval of the Office of Instruction.

9. LIBRARY CLASS ASSIGNMENTS

Let librarians have advance copies of your reading lists or special assignments. They will set up a reservation procedure for your students.

10. GUEST SPEAKERS IN CLASSROOMS

Guest speakers may be invited to meet your class. Secure approval forms at least a week in advance from the Office of Instruction. Parking may be arranged for your speaker by contacting the College Police.

11. FIELD TRIPS AND BUS TRANSPORTATION REQUESTS

Field trips should be planned at least three weeks in advance. Application forms are available from the Office of Instruction. After the applications have been completed, return them to your Department Chairperson. Student liability release forms should be signed and collected. These forms are available from the Office of Instruction, AD 208. Bus request forms are available in the Business Office, AD 111.

12. TAPE RECORDING IN CLASSROOMS

It is unlawful for a student to use an electronic listening or recording device (tape recorder) in class without the consent of the College Administration. EC 9202

Staff members are cautioned that, according to advice from the County Counsel's Office, no administrator, faculty member, or other employee of the College should direct any student to make a tape recording of any other person or persons without their express permission.

In cases where taping is part of a class assignment, it should be clear that the student doing the taping is acting under his own volition if an individual being taped objects.

13. AUDIO VISUAL CENTER - FH 107 - Hours during regular school sessions:

HOURS: 7:30 a.m. to 10:30 p.m. -- Monday through Thursday
7:30 a.m. to 4:30 p.m. -- Friday

The primary function of the Audio Visual Center is to make available to members of the faculty, equipment, films and other media, and services which help them do a more effective job of teaching. It is located in Franklin Hall 107. Ext. 341.

Projectors, tape recorders, record players, closed circuit TV, videotape recorders, public address systems, television sets, radios, etc., are available for class use.

The media collection consists of approximately 3000 items, including films, slides, audio tapes, filmstrips, transparencies, etc. New material is being added to the collection every semester. A catalog listing the material in the Center is available in FH 107.

Requests for material and equipment should be submitted as far in advance as possible, as some requests may be filled through off-campus sources, and bookings may have to be made as much as six months ahead of scheduled showings. Many outside film sources make materials available to the college--some are free, but others must be rented.

All members of the faculty are invited to visit the Center for information about materials and equipment available, and for instruction on its use.

14. INSTRUCTIONAL MEDIA - Lower level of the Library -

The Learning Skills Center diagnostically tests students and prescribes individualized, programmed materials through which they can learn and study independently, free of competition, and entirely at their own pace on their own time. Students may also elect to receive Credit or No-Credit for the work they perform in the Center. Moreover, they may enroll in the individualized programs at any time during the semester.

HOURS: 8:00 a.m. to 8:00 p.m. -- Monday through Thursday
8:00 a.m. to 3:00 p.m. -- Friday

The Instructional Media Center serves faculty and students in the selection and production of materials to supplement classroom instruction. Materials are available in a variety of media; there are programmed textbooks, audio tapes and cassettes, videotape cassettes, filmstrips, slides and film loops. Special teaching machines are also available.

HOURS: 9:00 a.m. to 8:00 p.m. -- Monday through Thursday
9:00 a.m. to 3:00 p.m. -- Friday

Students and faculty are invited to visit both centers for orientation concerning materials and services available.

15. LIBRARY:

HOURS: 7:45 a.m. to 9:00 p.m. -- Monday through Thursday
7:45 a.m. to 3:00 p.m. -- Friday

The library contains more than 150,000 volumes on a wide variety of subjects, and current subscriptions to over 900 magazines and newspapers.

Book Orders
The order department, with the assistance of the library staff and the active participation of the faculty, maintains the library's book collection, primarily selected to support and enrich the curriculum. Orders may be submitted by members of the faculty at any time during the school year. Order cards and instructions for their completion are available in the library. Ask at Reference Desk

Faculty Hold Shelf
Books requested by faculty members are held for a limited time on a special shelf in the catalog department. These books include recently ordered books which have been processed and older titles for which "searches" have been requested.

Inter-Library Loans
The library can arrange for inter-library loans upon request of the Reference Librarian. Faculty members who receive this service are expected to pay for any charges connected with the loan.

New Books
New books are on display on shelves surrounding the bookstack exit.

Outside Book Chute
When the library is closed, materials may be returned through the chute at southeast entrance at rear of library.

Periodicals Center
The Periodicals Librarian should be notified in advance of any proposed class assignment which will require intensive use of materials from the Periodicals Center.

Many items are now in microform, and facilities for reading them are available in the Periodicals Center.

Requests for adding new magazine titles to the Center should be received in the spring when subscriptions are written. Delivery of the magazines will begin the following January.

Reserve Books

Members of the faculty who assign required reading for an entire class should arrange to have the material placed on reserve for limited circulation to assure availability for all of their students.

Student Orientation

A copy of the Library/Media Center Handbook for Students is available at the Reference Desk. A 20-minute media presentation on using the library may be checked out of Audio Visual (Ext. 341) for use in the classroom. A copy is available for indivdual use in the IMC. A self-guided tour of the library with multiple-choice questions is available for individual student use. For additional information on library instruction, contact the Reference Librarian, Ext. 406.

Textbooks

One copy of each current textbook used in the College is available for student and faculty consultation at the Reserve Book Counter. Textbooks may be charged out for two-hour use in the library. Be sure to notify the Library of any changes or additions to the list provided by your department.

## RECORDS AND REPORTS

State laws, rules, and regulations make it necessary to submit prompt and accurate reports on attendance and grades.

The Office of Admissions and the Office of Instruction are responsible for gathering, collating and finally reporting the data you submit to the various authorities. Since the procedures for reporting may vary from semester to semester, detailed bulletins, including the due dates, will accompany each request for a report. Please check your mailbox before each class meeting. A list of broadly stated procedures follows.

1. CLASS SIZE REPORTS

   These are due after the first meeting during the first week and after the second week of the semester. File a Class Size Report with the Office of Instruction (AD 208) and a duplicate with your chairperson. These forms will be placed in your box. The minimum class size for the continuation of a course is 20 students in attendance.

2. TEMPORARY CLASS ROSTERS - Adding New Students

   You will receive a temporary class roster listing the registered students as of the week prior to the beginning of the semester. Students may be added to your class during the first two weeks of the semester. Please give a Permit to Add Card only to students who have one of the following:

   a. A validated Registration Card for the correct semester.
   b. A Late Registration Card.
   c. A Pre-punched and Pre-printed Registration Packet.

   DO NOT give ADD cards to students who have no proof that they have filed an application with Admissions or are a continuing student (from previous semester).

3. PERMANENT ROSTERS

   About the fourth or fifth week you will receive an alphabetized "Permanent Class" roster which will be the official roll for the semester. A STUDENT WHO HAS BEEN REGULARLY ATTENDING BUT WHOSE NAME IS ABSENT FROM THE ROSTER MUST BE SENT TO THE ADMISSIONS OFFICE TO CHECK HIS ENROLLMENT STATUS. NO ONE WHOSE NAME IS ABSENT FROM THE ROSTER CAN LEGALLY BE ALLOWED TO ATTEND THE CLASS.

   The "Permanent Class" roster should be employed for grade and attendance records. The roster should be kept in the possession of the instructor for a reasonable length of time after the end of the semester.

4. EXCLUSION FOR NONATTENDANCE

Students absent for as many hours as the class meets per week may be excluded for nonattendance.

Students absent for two or more consecutive weeks of classes should be excluded, as it seems unlikely that a person can be absent for more than 15% of the semester class meetings and still be successful in the course. See District Attendance Accounting and Grading Procedures Manual for more complete information

5. GRADES

A list of students who are eligible for grades will be issued for each class during the last week of the semester. The instructor will record the grade and return the list to the Office of Admissions in person. A bulletin from the Office of Admisions describing the procedures will accompany the grade lists. The grade collection sheets must be returned on or before Friday, the last day of the semester. If the name of a student does not appear on the grade sheet, please be sure to obtain an In-Lieu-of-Grade card from the Office of Admissions and have it signed by the Dean or your Asst. Dean of Instruction before being returned to Admissions.

6. DAILY ATTENDANCE (All Classes)

All faculty members are expected to maintain a complete record of daily student attendance in their classes. This requirement pertains to all classes and to all academic terms including summer session. The attendance is to be recorded on class rosters produced by the District Office, and the method used to record class attendance or absence should be clearly explained on the form.

At the conclusion of the class, the class roster containing the record of attendance should be turned in by the instructor in accordance with instructions issued by the College. The roster, or a microfilm copy thereof, will then be retained by the College at a location designated by the College president for the three-year audit period specified by law.

7. REGISTRATION PHONE NUMBER

There is a 24-hour telephone number, 664-1911, where students can reach recorded information about registration procedures.

## STUDENT PERSONNEL SERVICES

1. COUNSELING, AD 108

The Counseling Office is open from:

HOURS: 8:00 a.m. to 8:00 p.m. -- Monday through Thursday
8:00 a.m. to 4:00 p.m. -- Friday

Students are encouraged to make use of the many services offered by this department. It should be noted that these services are more easily provided during the semester rather than at the beginning when many students are being programmed.

2. VETERANS' SERVICES, AD 109

Information on Veterans' benefits may be obtained in the Veterans' Office (AD 109).

3. STUDENT EMPLOYMENT OFFICE, B 114

HOURS: 9:00 a.m. to 3:00 p.m. -- Monday through Friday
5:00 p.m. to 9:00 p.m. -- Monday evenings

4. FINANCIAL AIDS, B 116-117

Students eligible and desiring financial aid should visit the Financial Aids Office located in Bungalow 116-117. This office is open from 9:00 a.m. - 2:00 p.m., Monday through Friday.

5. LOST AND FOUND, College Police, AD 110

Inquiries about lost articles should be made to the College Police located in Room 110 in the Administration Building.

6. CAREER CENTER, AD 108

Individual and group counseling, AD 108, 8:00 a.m. to 3:30 p.m., Monday through Friday. Evening appointments can be arranged. Career counseling, career information, and tests are available.

7. WOMEN'S CENTER, Cafeteria

A supportive atmosphere for women located in the southwest room within the cafeteria. One in which women can have contact with other women, to familiarize them with information and referrals pertinent to women returning to education. Center provides a place for a variety of activities which include:

1. Lectures by and/or about women.
2. Films and poetry readings.
3. Support groups, i.e. rap groups for divorced and widowed women, gay awareness groups, contraceptive rap groups, consciousness-raising groups, etc.
4. Campus tours.
5. Meeting place for men's and women's clubs.

8. HANDICAPPED SERVICES, B 110

All handicapped students should register with the Office of Services for the Handicapped, Bungalow 110. Services available include parking permits and elevator keys, special counseling, tutors and readers, registration assistance, etc. A special education program for the visually handicapped student is available, with a resource room, special equipment, and special education teacher in charge.

9. VOCATIONAL REHABILITATION

Persons who are handicapped for employment as the result of a physical, emotional or other disability may receive, at no cost to themselves, vocational counseling, training and assistance in securing suitable employment. You may inquire about these services in Bungalow 110, the Handicapped Student Services Office.

10. HEALTH CENTER, AD 115

HOURS: 8:00 a.m. to 4:30 p.m. -- Monday through Friday.

The Health Office provides personal health counseling, medical information and first aid for all students. A registered nurse is available on the first floor in the north wing of AD 115.

# THE CONSTITUTION OF LOS ANGELES CITY COLLEGE FACULTY ASSOCIATION

## PREAMBLE

We, the members of the Faculty of the Los Angeles City College, in order to discharge our obligations to the College, to the Student Body, and to the Community, do hereby adopt and establish the following constitution.

## THE CONSTITUTION

### ARTICLE I

### Name and Purpose

Section 1 The name of this organization shall be the Los Angeles City College Faculty Association.

Section 2 The purpose of this association is to provide for the democratic participation of all faculty members in matters pertaining to the welfare of the Los Angeles City College, its faculty, and its student body.

### ARTICLE II

### Membership and Dues

Section 1 Any certificated person who teaches full time or any full-time certificated person who does not perform any service that requires an administrative or supervisory credential is, by virtue of assignment to the faculty of the Los Angeles City College, entitled to membership in this association.

Section 2 Any certificated person who does not perform any service that requires an administrative or supervisory credential, by virtue of assignment to the faculty of the Los Angeles City College as a long-term substitute, by virtue of a part-time probationary or permanent assignment, or by virtue of exclusive assignment to the Evening Division Faculty, is entitled to associate membership in this association.

Associate members shall have no voting rights, but they shall have such other rights, benefits, privileges and obligations as may be set forth in the Bylaws.

Section 3 Dues shall be based on an estimate of the annual cost of operation.

## ARTICLE III

### Officers and Organization

Section 1 OFFICERS

Clause 1 The elected officers of this association shall be: President, Vice-President, Secretary, and Treasurer; and their terms of office shall be the calendar year.

Clause 2 The President shall appoint from the Senate membership a Parliamentarian, and such other officers as may be provided for in the Bylaws.

Section 2 EXECUTIVE COMMITTEE. The membership of the Executive Committee shall consist of the elected officers, the parliamentarian, and the immediate past president.

Section 3 ACADEMIC SENATE. For the purpose of expediting the objectives of this association, and pursuant to the provisions of Section 131.6 of Title 5 of the California Administrative code and any subsequent amendments thereto, an Academic Senate shall be created.

Clause 1 The membership of the Academic Senate shall consist of the following:

(a) The members of the Executive Committee.

(b) One representative for each ten (10) or fraction of ten (10) members who have been assigned to a department for over 50% of their hours.

(c) Department shall be defined as a unit involved with instructional, counseling, health services, student activities, and library functions.

(d) The representatives to district-wide organizations as provided in the Bylaws.

Clause 2 The Academic Senate shall fulfill ACR 48 of the 1963 California Legislature, and any subsequent amendments thereto.

Clause 3 The Academic Senate shall create standing committees to study such problems as may arise in the conduct of the business of the Los Angeles City College Faculty Association. The standing committees shall submit their respective recommendations to the Academic Senate for ratification.

Clause 4 The Academic Senate shall have the power by majority vote to fill existing vacancies in the Executive Committee.

Clause 5 The Academic Senate shall adopt Bylaws and Standing Rules necessary for carrying out the provisions of this consitution.

Section 4 FOUNDATION. The Los Angeles city College Foundation shall be established to manage the funds and property given to Los Angeles City College Faculty Association by legacies, wills, gifts; to disburse said properties, funds and income in compliance with the wishes of the donors.

Clause 1 The Foundation shall be a non-profit corporation under Part 1 of Division 2 of Title 1 of the Corporation Code of the State of California.

## ARTICLE IV

### Duties of the Officers

Section 1 PRESIDENT. The duties of the President of the Los Angeles City College Faculty Association shall be:

(a) To serve as presiding officer of all meetings of the Los Angeles City College Faculty Association.

(b) To serve as President of the Academic Senate and preside at all of its meetings.

(c) To serve as chairman of the Executive Committee.

(d) To serve as presiding office of the organizational meeting of the Foundation.

(e) To perform such other duties, incident to the office, as may be required by the Academic Senate.

Section 2 VICE-PRESIDENT. The Vice-President shall perform all presidential functions in the absence or inability of the President to act; and shall perform such other duties as may be required by the Academic Senate.

Section 3 SECRETARY. The Secretary shall keep an accurate written record of the proceedings of all meetings over which the President presides; and shall perform other duties incident to the office.

Section 4 TREASURER. The Treasurer shall perform the duties incident to the office in compliance with procedures authorized by the Academic Senate.

Section 5 PARLIAMENTARIAN. The duties of the Parliamentarian shall be:

(a) To serve as the presiding officer's advisor and consultant on procedural matters.

(b) to perform such other duties incident to the office.

## ARTICLE V

### Meetings

Section 1 FACULTY ASSOCIATION. The meetings of the Los Angeles City College Faculty Association shall be at the call of the President.

Section 2 ACADEMIC SENATE

Clause 1 A stated meeting of the Academic Senate shall be held once each calendar month in which the college is in session.

Clause 2 The Executive Committee may authorize such called meetings as may be necessary to conduct the business of the Los Angeles City College Faculty Association.

## ARTICLE VI

### Nominations and Elections

Section 1 The report of the Nominating Committee shall be presented at the stated meeting of the Academic Senate held in November.

Section 2 The election of the officers of the Faculty Association, the senators-at-large, and the departmental representatives shall be held in December.

Section 3 The newly elected officers and senators shall be installed at the stated meeting of the Academic Senate held in January.

## ARTICLE VII

### Initiative and Referendum

Section 1 Upon the written request of ten per cent (10%) of the members of the faculty of the Los Angeles City College, a proposition shall be submitted to a vote of the entire faculty for ratification or rejection.

Section 2 Upon a two-thirds affirmative vote of the members present, the Academic Senate shall refer a proposition to a vote of the entire faculty for ratification or rejection.

## ARTICLE VIII

### Parliamentary Authority

The Academic Senate shall adopt a recognized parliamentary authority. All questions of parliamentary procedure and parliamentary law shall be resolved by said parliamentary authority, except as otherwise provided for in the Constitution, the Bylaws, and the Standing Rules.

## ARTICLE IX

### Amendments

The members of the faculty of the Los Angeles City College may amend this consitution, voting by secret ballot at a special election, by a two-thirds majority of the votes cast, provided that the proposed amendment or amendments shall at least thirty days prior thereto have had the consideration of the Executive Committee and the Academic Senate, and provided further that at least ten days prior thereto a copy of the proposed amendment or amendments shall have been distributed to the members of the faculty, and provided still further that a copy of the amendment or amendments shall have been posted on the faculty bulletin board for not less than ten consecutive school days prior to the date of the election.

## ARTICLE X

### Ratification and Transition

This constitution shall be considered ratified when it has been approved by two-thirds of the votes cast by members of the faculty of the Los Angeles City College, voting by secret ballot at a special election on February 5/6, 1980, and it shall be in full effect when its ratification has been certified.

AUG 22 1980
UNIVERSITY OF CALIFORNIA
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JUNIOR COLLEGES
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